

MontCAS
Montana Comprehensive Assessment System
February 2010 Newsletter

Spring 2010 CRT and CRT-Alternate Testing Windows

February 9 – March 24, 2010	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.
March 1 – March 24, 2010	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.

Planned Dates for 2010-2011

October 18 – November 19, 2010	English Language Proficiency Test, Grades K-12
January 20 – 21, 2011	OPI Assessment Conference, Billings
January 25 – February 28, 2011	NAEP, Grades 4 and 8, Reading and Math
February 9 – March 24, 2011	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.
March 1 – March 24, 2011	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.



Thank you to participants, presenters, and the program committee for a lively conference. The discussions during and between sessions were engaging and enthusiastic.

PowerPoints of the presentations will be posted on the new OPI website as they are submitted by the presenters.

http://www.opi.mt.gov/Curriculum/MontCAS/index.html#gpm1_3

Save the dates for the 2011 conference: January 20 and 21

Whats new?

Spring 2010 CRT and CRT-Alt Administration



Links

- **Assessment page link:** New link on the new OPI website
<http://www.opi.mt.gov/Curriculum/MontCAS/index.html>
- **Test administration link:** All CRT and CRT-Alternate test administration materials, including PowerPoints, are posted at
http://www.opi.mt.gov/Curriculum/MontCAS/?gpm=1_8

The following training PowerPoints are posted in slide show format:

- 2010 CRT Training PowerPoint on Updates, Accommodations, and Test Security--presented at the assessment conference by Judy Snow
- CRT Materials and Administration PowerPoint--presented at the assessment conference by Dan Verdick of Measured Progress
- CRT-Alternate Administration PowerPoint—a copy of this PowerPoint is also on the training CD sent by Measured Progress.

The following training PowerPoints are posted in pdf format:

- 2010 Accommodations PowerPoint
- 2010 Test Security Guidelines PowerPoint



Accommodations Clarifications: The 2010 *Accommodations Manual* has new features:

- **New coding** on the OPI list of approved accommodations on pages 12-16 of the manual. This double asterisk (**) indicates accommodations that are most appropriate for students who have an IEP or 504 Plan.
- **Important reminders about proper test administration and accommodations:**
 - Test administrators should not help students with words, phrases, pronunciation, or any part of the assessment.
 - Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- **Specific Accommodations Have Additional Clarifications/Details:**
 - 5. Small Group Administration
 - 14. Template
 - 16. Writing Tools (Equipment)
 - 17. Voice Activation
 - 19. Dictation
 - 20. Writing Tools (Recording)
 - 21. Assistive Technology
 - 22. Oral Presentation

The clarifying language for all the listed accommodations is on pages 12-15 in the 2010 *Accommodations Manual*.

- **Oral Presentation Accommodation**
 - This accommodation should be a low-incidence accommodation.
 - Oral presentation should be limited to small groups of 3-5 students.
 - In advance of the test sessions, students should be advised to follow along with the text as it is being read.



Answer Booklet (AB) is the term for the former term, Student **Response Booklet (SRB)**



Return of Assessment Materials

- Late return or missing materials may result in the invalidation of system and/or school results for AYP. Test Booklets and Answer Booklets contain secure information; therefore, all test booklets and answer booklets must be returned to Measured Progress **on time**.
- A late or missing booklet constitutes a serious security breach and could result in the invalidation of student results for schools and/or systems.
- School test coordinators are responsible for collecting, inventorying, and returning all materials to the System Test Coordinator on time. The System Test Coordinator is responsible for collecting, inventorying, and returning all materials to Measured Progress on time.



Calculator Use

Pages 3 and 4 of the *Guidelines and Procedures for Test Security* include lists of 'Do NOT' activities and 'Do' activities. A 'Do' activity that has been updated this year is: "Do clear the main or home screen (not memory) of calculators both before and after calculator use sessions."



Test Results, MARS, and AYP Determinations Depend on Accurate and Timely Data Entered in AIM

- **Test Window Count Date is March 9, 2010** The test window count date is March 9, 2010. Students enrolled in the school on this date make up the set of students to participate in the CRT assessment.
- **Data due by March 26, 2010** All Enrollment and Program Participation data should be accurate in AIM by the due date of March 26, 2010. Timely data entry allows AIM staff to perform quality assurance checks and validations.
- **Testing data snapshot taken May 10, 2010** The testing (AYP) snapshot of data from AIM will be taken on May 10, 2010. This is a snapshot of all students who were enrolled on test window count date. This data set will be used to determine the student groups, participation rate, and additional academic indicators in the calculation of AYP.
- **Changes after May 9 NOT reflected** Any changes made in AIM after May 9, 2010 will NOT be reflected in AYP calculations or on MARS. Please do not wait until May 8 to update your AIM data. We encourage districts to plan ahead to make certain that data is submitted to the OPI before the collection deadline to allow the AIM staff to assist districts as they verify the accuracy of the data and ensure quality data is used in the AYP calculations.
- **Work together** Please work with your AIM staff to ensure that the data is updated and verified in plenty of time. **The following dates and AIM collections** are crucial to accurate data for test results and AYP determinations.



March 9, 2010 is the Test Window count date. March 26 is the due date to update Program Participation data in AIM.	Program Participation (March 1 – 26, 2010)	The Program Participation Collection asks schools to enter or update program participation data. The data should reflect the status of a student's program participation as of March 9, 2010. These data will be used to identify specific student sub-groups and participation in various state and federal programs. The data are used in Adequate Yearly Progress (AYP) calculations, and for state and federal reporting purposes. Schools will have the option of entering additional sort criteria (i.e. teacher name or classroom) if they want to receive test scores organized by teacher/classroom.
March 9, 2010 is the Test Window count date. March 26 is the due date to have information complete in AIM.	Test Window Attendance (March 9-26, 2010)	The Test Window Attendance Collection will be used to collect the aggregate hours and absent counts of all students enrolled at the school as of March 9, 2010. These data will be used as part of the calculations of the attendance rate and test participation rate for AYP.
March 26-May 9, 2010	Data Verification Window	Once data has been entered into AIM, district specialists should begin the data verification process. AYP calculations use AIM data, so accurate data is a must. Don't wait until the last minute! By May 9, all data in AIM must reflect enrolled students and program participation as of 3/9/10. This is the final cleanup and verification before the results are reported on MARS and used for AYP calculations. OPI recommends great care in checking and verifying your data including: <ul style="list-style-type: none"> • Students who take the CRT-Alternate must be coded in AIM as Special Ed Status 'Yes'. If Special Ed Status is 'No', they will be considered non-participants and receive a score of Novice. • Enrollment End dates must be entered in AIM in a timely manner for students who exit your system/school. The voided barcode label form is a vehicle for you to account for students (and unused booklets) but does not end the enrollment record in AIM. If AIM is not updated, those students will be considered non-participants and receive a score of Novice. Please check with AIM or Assessment staff if you have questions.



Enrolled Students Who Did Not Participate in the CRT or CRT-Alternate

- All students enrolled in the tested grades are required to participate in the Spring 2010 CRT or CRT-Alternate.
- Despite the requirement, systems, schools, and OPI must report reasons for each enrolled student who did not participate in the statewide testing.
- In the package from OPI with the test security and accommodations information are an information sheet and a worksheet to record the names and reasons for any enrolled student who did not participate in the CRT or CRT-Alt.
 - The worksheet is for each school's ongoing record-keeping during test administration.
 - It is to be used only for non-participating students enrolled during the school's testing window and does not replace the voided barcode label form for students who move during testing.

- All enrolled students, including students with IEPs, who did not participate in any portion of the 2010 CRT or CRT-Alternate should be listed on this worksheet.
- The worksheet includes spaces for the student name, state student ID, the grade, subject(s), and the reason(s) the student did not participate.
- **PLEASE DO NOT** send the worksheet to Measured Progress.
- **PLEASE SAVE THE WORKSHEET** with the completed information to use when OPI provides instructions for entering the information online.



Voided Barcode Label Form Reminder

- Make a copy of the form after barcode labels have been placed and reasons checked. Share this information with your *AIM* specialist to ensure that the changes are made in *AIM*.
- **Completing and returning this form to Measured Progress DOES NOT change the information in *AIM*. It must be changed in *AIM* by your *AIM* specialist.**



CRT-Alternate

- **Welcome to Tim Greenlaw**, the new Measured Progress program manager for the CRT-Alternate. His contact information is on page 5 of this newsletter.
- As part of its review of the Montana Comprehensive Assessment System (MontCAS), the U.S. Department of Education requires OPI to provide evidence that the training and test materials developed for the CRT-Alt in Science result in accurate implementation and scoring by test administrators. Direct observation of a sample of teachers administering the test is required to gather the data necessary to evaluate this issue. A small number of experienced educators has been trained to conduct these observations during the Spring 2010 testing window.
 - Teachers in your school system may be identified for participation.
 - Please advise the teachers whose students you registered for the CRT-Alt in grades 4, 8, and 10 that they may receive communication from an observer to arrange a convenient time.
 - It is understood that in most instances, an unobtrusive visitor in the classroom does not pose a problem; however, please advise your teachers to make known any concerns they might have.
- Information on the following CRT-Alt administration changes is included on the 2010 CRT-Alternate Test Administration Manual *What's New* page.
 - All student response choices need to be cut apart.
 - Choices need to be presented in a predetermined randomized order.
 - New student evidence form replaces former evidence template.
 - Some sections have been reorganized to accommodate the new evidence form.
 - "Student Response Booklet" is now referred to as "Answer Booklet."
 - Page 2 of the Answer Booklets no longer has a bubble for CRT-Alternate participation.
 - Grade 3 Answer Booklet now has a place for training questionnaire responses rather than a separate sheet of paper



Students Who Move During the Testing Window

A table with information on procedures is posted on the test administration link:

http://www.opi.mt.gov/Curriculum/MontCAS/?gpm=1_8

CRT Test Development Events

Participants are still needed for the April and June CRT test development events. You are invited and encouraged to nominate yourself and/or others to participate in one of these sessions in Helena.

- Training is included at each session
- Lodging is provided for participants living 90 miles or more away from Helena. In addition, mileage, meals not provided during the sessions, and substitute pay are reimbursed. For the June meetings, honoraria are provided. Renewal units are also available.
- The table below lists events for April and June 2010.
- We look forward to hearing from you soon. Nomination is online at the following link:

<http://iservices.measuredprogress.org/Default.asp?ProgramID=11&submit1=Enter>

Date	Test Development Events
April 12, 2010	CRT Item Bias Review: Montana educators review the 2011 field test items for bias and sensitivity issues. Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10
April 13-14, 2010	CRT Item Content Review: Montana educators review the 2011 field test items for their content, alignment to Montana standards, and depth of knowledge. Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10
June 29-30, 2010	Final item statistical review for the 2011 operational CRT. Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10

English Language Proficiency Assessment (ELP)

The results of the English Language Proficiency Tests administered in October and November of 2009 will be mailed by Questar by the end of February 2010. Included in the shipments are the following:

- Score Reports Interpretation Guide
- Individual Student Reports
- Student Labels
- Parent Reports
- Roster Report
- System Summary
- School Summary
- System Growth Report

Please contact Karen Richem with any questions krichem@mt.gov or 444-0748.

Testing Contractor Contact Information

The CRT and the CRT-Alternate – Measured Progress, Inc.

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Tim Greenlaw, Montana CRT-Alternate Program Manager

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Kevin Froton, Montana CRT-Alternate Program Assistant

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English Language Proficiency (ELP) – Questar Assessment Inc.

BJ Vickery, Program Manager

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